Schedule Number: NC1-104-81-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

The agency is no longer using the form scheduled under item 1. Item 2 on this schedule was superseded by N1-104-99-001 (item 4).

Date Reported: 4/7/2020
TO: GENERAL SERVICES ADMINISTRATION,  
OFFICE OF THE ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   Department of the Treasury

2. MAJOR SUBDIVISION
   Bureau of the Mint

3. MINOR SUBDIVISION
   All field offices

4. NAME OF PERSON WITH WHOM TO CONFER
   Lois O'Mara

5. TEL. EXT.
   376-0617

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

  ☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

7. DATE
   12/17/80

D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

E. TITLE
   Director of the Mint

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Distribution Worksheet and Recap Sheet, Mint Form 4001. Completed copies, retained by the Time and Attendance Clerk after submitting the bi-weekly time and attendance report. Destroy when 6 months old.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Official Joint Seals, after removal from compartment or vault.
   Destroy when superseded or obsolete. Transfer to a Federal Records Center is not authorized.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4